



School of Music and Dance

UNIVERSITY OF OREGON

(Revised 01/17/20067)

MarAbel B. Frohnmayer Music Building
961 E. 18th Ave. Eugene OR 97403-1225



INFORMATION AND ARRANGEMENTS

Name of Artist/Ensemble: _____ Series: _____

Scheduled for: _____
Month Date Year Day of the Week Time

Location: Beall Concert Hall Room 198 Other _____

Traditional time for set-up is arranged as follows:

- Student Recitals: One (1) hour prior to concert time

- Other concerts: One and a half (1 1/2) hour prior to concert time

NOTE: Additional time for set-ups must be made with the concert manager.

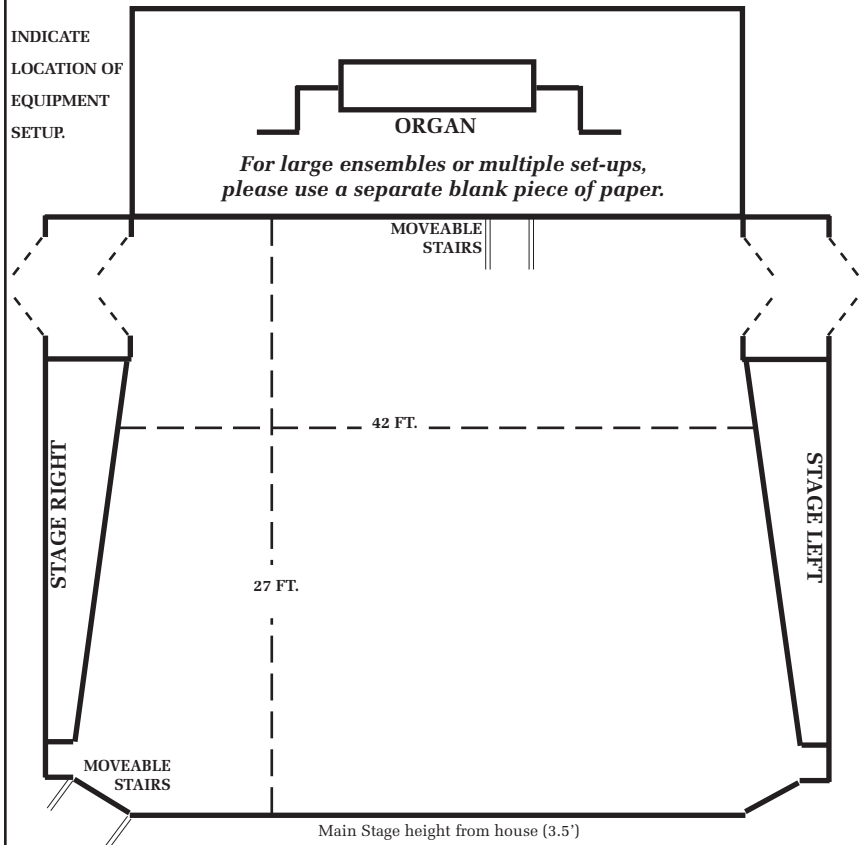
Contact Name: _____ E-mail: _____
(PRINT CLEARLY)

Address: _____ Phone: _____
Street/Office City State Zip Code

- STAGE PLAN -

- Lectern with / without microphone
- Music stands (No. _____)
- Chairs (No. _____)
- Grand Piano & Bench - (Piano technician, rm 101, ext. 3793, must sign below before piano is reserved)
Preferred instrument: _____
- Harpsichord - (Barbara Baird, rm 256, ext. 3791, must sign below before reservation is honored)
Preferred instrument: _____
- Microphones (No. _____)
- Conductor's Podium
- Sound Screens hard side soft side
- Stage extensions (adds 4 ft. to depth)
- Choir risers (No. People _____)
- Platforms 8" 16" 24"
- Special audio/electronic needs - (See sound engineer, Rm 194, ext. 5659, and receive signature for approval. This is required only if you need equipment above and beyond a standard recording.)
- Other: _____
- Performance to be Recorded? Yes No

INDICATE LOCATION OF EQUIPMENT SETUP.



Receptions are held in room 192. Will there be a reception following the event?
 Yes No (Please note: Alcoholic beverages are not allowed)

PLEASE READ ALL INFORMATION AND COMPLETE THE CHECKLIST ON BACK OF THIS FORM

STUDENT RECITALS:

Junior Recitals

- All crew arrangements are handled by the student.
- Programs may be provided by School of Music and Dance staff for a fee and only if arranged one month in advance of recital date.
- Self-produced programs must be approved by professor

Senior, Master's, and Doctoral Recitals

- Students provide ushers for concert.
- Programs must be provided by SOMD Community Relations Office for official academic records.

PLEASE NOTE:

1. The School of Music produces printed programs for events held in its facilities or under its supervision, except for rental events. **Please turn in program copy 4 weeks in advance of the date of event. *Please be advised that we cannot guarantee production of program copy if we receive your copy less than two weeks prior to the event.***

2. News Bureau and other media deadlines are a month before the event. **The School of Music Publicity Office needs complete detailed information 6 weeks in advance of your event.** Please provide a brief description of program, personnel, guest artists, special/promotable themes, premieres etc. ***Materials received less than 6 weeks in advance of the event cannot be guaranteed media coverage. (Not applicable to Student Recitals).***

CHECKLIST

- Turn this form in to Rick Blake's mail box at the SOM reception desk AFTER receiving the required signatures.
- Talk over arrangements with Concert Manager.
- Turn in program copy via email to cressall@uoregon.edu.
- Submit proof corrections via email to cressall@uoregon.edu.
- Turn publicity information in to Scott Barkhurst.

Signature _____ **Date** _____